

STEPS TO CDPAP (Consumer Directed Personal Assistance Program)

To become Medicaid eligible and eligible for home care:

1. An applicant must be financially eligible for Medicaid. Considerations may include transferring funds, spousal refusal or qualifying under surplus income guidelines. To learn more, register for the Alzheimer's Association's Legal and Financial Meetings and Medicaid Home Care Seminars by calling 800-272-3900. **If the applicant already has Medicaid, proceed as below but inform the CASA worker that Medicaid is already in place.**
2. The applicant's doctor must fill out an M11q form to establish medical necessity for home care. *It is the family/designated caregiver's responsibility to send by registered mail or bring the M11q to the local CASA office **within 30 days of the date on the form.***
3. A CASA worker will visit the applicant's home to assist with the Medicaid and home care application process. If interested in the Consumer-Directed Personal Assistance Program (CDPAP), tell the CASA worker during this home visit.
4. The applicant will receive a letter or telephone call to confirm acceptance into the Medicaid and/or home care program. **The number of home care hours per week for which the applicant is approved will be specified.** If informed by telephone, call the CASA office and request a written copy of the confirmation.
5. The application process for the Consumer-Directed Personal Assistance Program (CDPAP) can begin after the first visit by a caseworker from CASA. To request an application, call the number below, giving the name and telephone number of the CASA worker and the Social Security number of the applicant. Be prepared to answer certain questions, such as whom you are going to hire or how you plan to recruit workers. You will also be asked about back-up arrangements for yourself and your home care worker(s).

For a CDPAP application, call Mrs. Ciara Castro at the Home Care Services Program. Return the completed application to her.

**Mrs. Ciara Castro
Home Care Services Program – Central Office
109 East 16th Street, 5th Floor
New York, NY 10003**

Telephone: (212) 835-8494

6. Upon Medicaid, home care service (number of hours) and CDPAP approval, the Home Care Services Program will assign an agency to oversee the financial aspects of CDPAP, including processing employees' timesheets and paychecks. You will receive a packet from the assigned agency (either CONCEPTS or Chinese American Planning Council) with a description of how the personal assistant(s) will be processed for employment, including a medical exam and appropriate inoculations.